**JOB DESCRIPTION**

**Job Role:** School Health Care Assistant

**Salary Details:** Grade 4

**Appointment Type:** Temporary 1 Year Contract (starting date 04.09.2024)

**Hours:** 32.5 hours per week

39 weeks per year, *pay to include annual leave and bank holiday entitlements. Annual leave taken in school holidays only.*

**RESPONSIBLE TO**: The Headteacher, Academy Governing Body & One Academy Trust

**JOB PURPOSE:** To provide 1:1 care of the day-to-day needs of individual pupil(s) under the direction of healthcare professionals, the school’s nurse and SENCO. To support teaching and other staff in assisting the delivery of the curriculum and other learning processes, in direct contact with pupils.

# Duties and responsibilities

|  |  |
| --- | --- |
| For an identified pupil, be  responsible for the  supervision, care and  implementation of their  healthcare and education  plan | * To adhere at all times to the personalised plan of care for each child, and to school policies. * Provide help with dietary needs, medication administration, mobility and personal care. * Perform basic medical checks, such as monitoring a student’s blood sugar levels and temperature. * Prepare and administer food and medication through a gastrostomy tube or orally. * Support with complex medical needs. * To ensure that all equipment is in good working order at the beginning of each day and left clean and ready to use at the end of each day. |
| Effective communication  and engagement with  students, their families and  carers and other  professionals. | * Ensure the safety of the child by monitoring and reporting all concerns and any changes to line manager, health professional or parent / guardian as appropriate. * Know when to refer information to line manager in line with school policies. * Monitor, review and update any relevant records including online records on relevant IT systems. * Listen to concerns; recognise and take account of signs of change in attitudes and behaviour. * Participate in and contribute to multi-disciplinary team meetings as required. |
| Safeguarding and  promoting the welfare of  the child | * Promote and sustain a suitable environment in which the child feels safe and comfortable. * Work within the framework of school policies. * Undergo appropriate training and be passed as competent before carrying out any care intervention. * Assist with the supervision of groups and individual students as required. * Maintain personal and professional boundaries at all times. |
| Child development | * Take part in appropriate trips to support the child with school. * Provide, with appropriate guidance and supervision limits, educational, health, emotional and physical support to students. * Assist in the implementation of appropriate behaviour management strategies. * Know how to interact with children in ways that support the development of their ability to think and learn. |
| First Aid and Medication | * To maintain paediatric first aid training * Be responsible for the collection and safe storage of pupil medication including controlled drugs where necessary. * Administer emergency medication as required * Complete any relevant procedures as trained and required (Epi pen, gastric buttons, Nasogastric tubes, oxygen administration etc.) |
| Multiagency working | * Know the value and expertise you bring to a team and that brought by your colleagues. * Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families. |
| Sharing Information | * Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students. * Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security. * Understand the importance of sharing information, how it can help and the dangers of not doing so. * Attend staff meetings, training days and management team meetings by agreement with the Headteacher. |
| Administration/other | * Prepare and keep clean materials and undertake minor clerical duties. * Participate in the school’s performance management process. * Participate in training, other learning activities and performance development as required. |
| Health and Safety | * Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. * Following correct procedures regarding the moving and handing of pupils, including those with specialist needs (training provided) |
| Additional | * Contribute to the overall ethos, aims and work of the school. * Be aware of, uphold and contribute towards the development of the school’s policies and procedures. * Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. * Embrace any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post. |